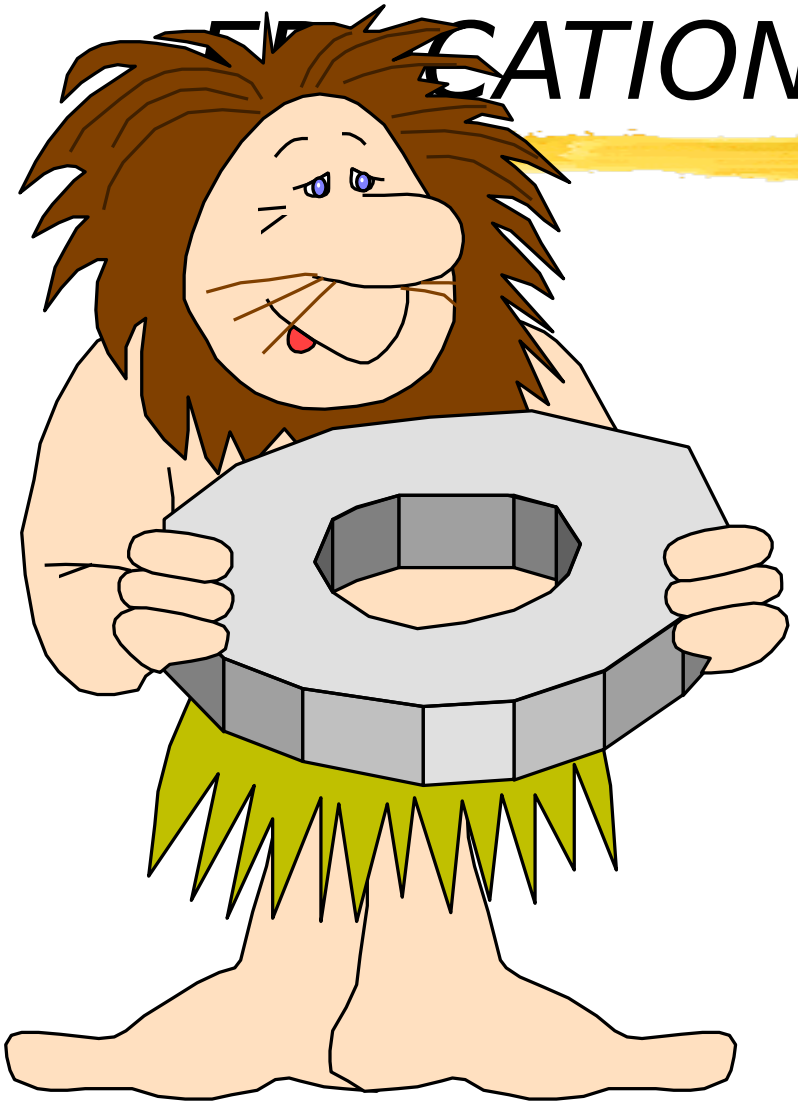
PERSONNEL ACTION REQUEST (PAR)

EDUCATIONAL OBJECTIVES



- The purpose of a PAR
- The advantages of using a PAR
- A method of tracking PARS

PURPOSE OF A PAR

- Initiate and track admin requests
- Locally produced (Command SOP)
- Format: (1) Simplify to a one page document
  (2) Detailed to cover all types of requests

ADVANTAGES TO USING A PAR SYSTEM

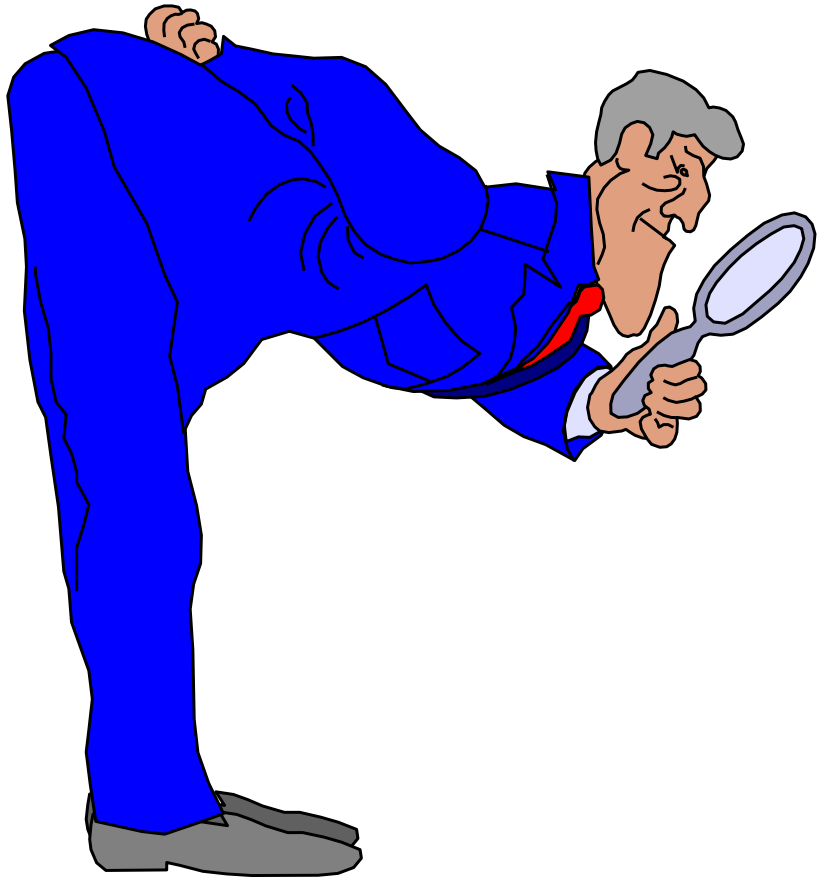
- Force Marines to utilize the chain of command
- Keeps the 1stSgt and those in the chain of command informed of the administrative status of the unit
- Enables the admin chief to track all pending admin requests

TRACKING PARS

- PAR LOG BOOK

a. Name of Marine requesting action
b. Tracking number or sequence
c. Brief statement of action requested
d. Date the PAR was received w/initial
e. Date action was completed
f. Date PAR was picked up w/initial

TRACKING PARS CONT'D



- Regardless of who maintains the log book, some type of chain of custody should be used. (I.e., Initial's or signatures)